



## Human Resources Coordinator Yellowstone County Equal Opportunity Employer



*Yellowstone County encourages applications from diverse candidates  
and candidates who support diversity.*

**Date:** May 12, 2020

**Department:** Human Resource Office

**Hours:** Monday – Friday, 8:00 am – 5:00 pm **Grade:** E **Salary:** \$17.75-\$22.19/hour\*DOQ

**FLSA:** Non-Exempt

**ACCEPTING APPLICATIONS UNTIL 5:00 P.M. ON MAY 26, 2020**

### **FUNCTION:**

A Human Resources (HR) Coordinator assists the Human Resource department by providing generalist-level support for a variety of human resource functions in the areas of employee customer service, benefit orientation, recruiting/staffing, employee relations, training, and employee development. Work is sensitive and highly confidential; performs related work as required.

### **REQUIRED:**

#### ***Education/Experience/Training:***

- Associates Degree in Human Resources, Public Administration, Business Administration or closely related field; **and**
- One (1) years' experience working in the human resource field preferably in the public sector; **or**
- Any equivalent combination of experience and training totaling three (3) years.

#### ***Certifications:***

- Valid Driver's License issued by the State of Montana;

### **DESIRED:**

- Knowledge of social media platforms and online recruitment.
- Experience in conducting training and public speaking.
- Experience in the maintenance of confidential employment records preferably in the public sector;
- Knowledge of benefits administration; such as insurance benefits, leave plans and FMLA.
- Very strong people skills.

*Job description available upon request.*

### **TO APPLY:**

**Submit by 5:00 pm on May 26, 2020;**

- 1. County Application**
- 2. Resume**
- 3. Names, addresses and phone numbers of three (3) employment-related references**

To: Human Resources, Room 106, Yellowstone County Courthouse or to Montana Job Service, 2121 Rosebud Drive, Billings, MT. **Late, incomplete, or unsigned materials will not be considered.** Download application at [www.co.yellowstone.mt.gov](http://www.co.yellowstone.mt.gov) Applicants who require special accommodation due to disability should contact the Human Resources Office at 256-2705.

**NOTE:** If this position becomes available within 90 days the same applicant pool may be considered.